

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: OFFICE SPECIALIST II

Posting# 6485-0615jhm

May Underfill at Office Specialist I - 6488

REQUIRED ATTACHMENTS TO APPLICATION:

- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)

STARTING SALARY: Step 18 \$13.78 per hour, \$1,102 Bi-weekly *plus benefits package*

Step increase available after completing probation and annually thereafter.

#6488 - Step 14 \$12.55 per hour, \$1,004 Bi-weekly

OPENING DATE: June 2, 2015

CLOSING DATE: June 16, 2015

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Performs clerical and secretarial duties as needed to expedite day-to-day record keeping and civil processing functions and provide support to various programs and/or divisions of the Sheriff's Office.

DUTIES INCLUDE: *Office Specialist II - Operations:* This full performance level works under general supervision from the Office Manager or Warrants Supervisor in performing duties of considerable difficulty that involve some independent judgement.

Records

Receives and processes background record checks for government agencies, the public, individual corporations and various law enforcement agencies; processes subpoenas received weekly for copies of information and records; obtains County Attorney approval as needed.

Emergency Services

Participates in the general preparation of applications and administration of various grants submitted to the State of Utah according to strict FEMA guidelines required for reimbursement; submits documentation quarterly for reimbursement of operational costs including wages, per diem, mileage, training, supplies, and equipment etc.; maintains files for auditing purposes.

Warrants/Civil Process

Processes reports and citations by preparing misdemeanor and felony arrest forms and determines the appropriate office to forward information needed for prosecution of case; enters criminal and felony warrant information into County Spillman system or NCIC daily.

EVALUATION AND SELECTION FACTORS INCLUDE:

Office Specialist II - Operations

In addition to the knowledge, skills, and abilities listed above:

Working Knowledge of: The functions of the Sheriff's Office; legal processes associated with the maintenance of public records and documents.

Skill in: Using various software programs unique to law enforcement.

Ability to: Understand broad objectives and follow general instructions.

Office Specialist I - Operations - #6488

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information.

REQUIREMENTS FOR EMPLOYMENT:

Office Specialist II-Operations: High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Office Specialist I - Operations #6488: High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS: Incumbents assigned to Records or Warrants/Civil Process must *obtain* Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or during the trial period for promoted County employees and maintain certification thereafter. Incumbents assigned to Warrants/Civil Process must be bondable and must obtain State of Utah Certificate of Authority of Notary Public within first three months in position. County employees being reassigned or transferred to the Records or Warrants/Civil Process function must possess BCI certification upon reassignment or transfer.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.